



MANPOWER AND FORCE MANAGEMENT CAREER PROGRAM BULLETIN

VOLUME 9 ISSUE 4 SPRING 2000

A Message from the FCR

This is the Spring edition of the Manpower and Force Management Career Program Bulletin—the first one we have published in this new year. I want to take this opportunity to bring you up-to-date on some of the significant actions on-going in the career program.

During the last nine months, we finalized the CP26 Strategic Plan for 2000 through 2005. Last August, a group of subject matter experts met to put the finishing touches on the Plan, which represents our first formal effort to document our career program plans for the future. This Plan identifies the actions necessary to respond to the changing needs of the Army by concentrating our efforts in three main areas: work force proficiency; skill composition of the work force; and customer satisfaction. We hope you will take time to read the CP26 Strategic Plan located on the OASA(M&RA) homepage at <http://www.asamra.army.pentagon.mil>.

In February, the CP26 Awards Board met to decide on the winners of the 1999 Secretary of the Army Awards for Improving Manpower and Force Management. We will host an awards luncheon for the winners on June 21, in conjunction with our annual CP26 Planning Board which is scheduled for June 20 – 22. Read about the award winners' accomplishments in this issue. There are a total of five categories in the CP26 awards program and we hope you will give consideration to nominating an individual or group in your own organization for the annual 2000 awards program. Nominations are due to this office on October 16, 2000. See the OASA (M&RA) homepage for awards program information.

Our CP26 Army Civilian Training, Education, and Development System (ACTEDS) Plan is in the final approval stages by OASA (M&RA). This Plan is a total revision of the 1994 ACTEDS Plan and contains a new, generic Master Intern Training Plan, and a comprehensive list of training courses for CP26 employees. Our CP26 Competitive Professional Development opportunities for university and college programs, full or part-time at both undergraduate or graduate levels, are identified in the ACTEDS Plan. Employees are strongly encouraged to consider applying for these valuable learning experiences in order to gain a competitive edge for future advancement.

We will give you the highlights from the June 2000 CP26 Planning Board as soon as possible after the Board adjourns. Please continue to visit the OASA (M&RA) homepage for updates on CP26 information.

/S/

Robert Bartholomew, III

In This Issue:**Appointment Announced****CP26 ACCES Information**

ACCES for GS-15 Employees

ACCES Rater Session Dates

CP26 Education, Training and Career Development

Army Force Management School

Manpower and Force Management Course

Competitive Professional Development

1999 Secretary of the Army Awards**Manpower and Force Management**

Manpower Mix

Federal Activities Inventory Reform Act (FAIR)

Contractor Manpower Reporting Requirements

Appointment Announced

Mr. Robert Bartholomew III
Deputy Assistant Secretary
(Force Management, Manpower and Resources)

On April 23, 2000, Mr. Robert Bartholomew III, was appointed to the position of Deputy Assistant Secretary of the Army (Force Management, Manpower and Resources), thus ending his tenure as the Acting incumbent of that position. This appointment also confers the title of Functional Chief Representative for CP26.

Mr. Bartholomew holds a Master of Arts Degree in Business and a Bachelor of Science Degree in Marketing from Trenton University. He was commissioned as a Second Lieutenant of Armor in 1967 and served tours of duty both overseas and in the United States. A veteran of a combat assignment in Vietnam, Mr. Bartholomew left the Army in 1972 with numerous military decorations including the Silver Star, Bronze Star, Medal for Valor, Air Medal, and the Republic of Vietnam Cross of Gallantry. He maintained his Reserve affiliation after leaving active duty and retired in 1995.

Since entering Federal Civil Service in 1972, Mr. Bartholomew served in various senior manpower and force development positions within the Department of the Army. His assignments have included positions in the Office of the Chief of Staff, Army; the Deputy Chief of Staff for Operations and Plans; and various manpower/force development positions at installation level. He also served as the Deputy Director of the U.S. Army Manpower Requirements and Documentation Agency. Mr. Bartholomew joined the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) in December 1988. Civilian awards include the Meritorious Civilian Service Award, Superior Civilian Service Award, and the Commander's Award for Civilian Service.

He and his wife, the former Lynn Barber, reside in Burke, Virginia. The Bartholomews have two grown daughters, Sherry and Kristen.

Our sincere congratulations to Mr. Bartholomew on his appointment.

CP26 Army Civilian Career Evaluation System (ACCES) Information**ACCES FOR GS-15 CP26 EMPLOYEES**

This guidance is for Manpower and Force Management (CP26) careerists in grade GS-15 who wish to receive reassignment consideration through the Army Civilian Career Evaluation System (ACCES) central referral for CP26 GS-15 positions. The process for registering in ACCES is facilitated for GS-15 employees since competitive knowledge and ability ratings are not required--ratings are presumed to be "5". This means you are not required to self-rate the 52 ACCES knowledges; no written accomplishment statements are required, and there is no requirement for supervisor/reviewer ratings.

If you are not registered in CP26 Easy ACCES but wish to be, please take the following steps:

Select Easy ACCES from the CPOL web site at <http://cpol.army.mil>. If you are a first-time user, follow the on-screen instructions to obtain a USERID and PIN. Once you receive these credentials, log on to Easy ACCES to work on your record. Select the Manpower and Force Management career program in the drop-down box. On the "Registration Status and Update Menu" screen, select and individually complete each of the following parts of the ACCES registration:

- a. Part A - Employee's Statement.
- b. Part B - Referral Desires
- c. DA Form 4338-R, Geographical Availability Record
- d. Resume Qualification Record

Please notify the Career Management Operations Branch (CMOB) of OASA(M&RA) by email at ResMod@asamra.hoffman.army.mil once you have finished these parts of the ACCES appraisal. CMOB personnel will populate the knowledge and ability fields with "5s" and activate your referral status.

Please address any questions concerning this process to ResMod@asamra.hoffman.army.mil.

CP26 ACCES ACCOMPLISHMENT RATER SESSION DATES FOR THIS YEAR

Please take note of the following important dates. ACCES accomplishment raters convene quarterly to rate the written accomplishment statements of CP26 careerists. Here is the schedule for the 2000 calendar year:

<i>SUSPENSE</i>	<i>RATING SESSION</i>
19 May 00	1-7 June 00
18 Aug 00	28 Aug – 1 Sep 00
17 Nov 00	27 Nov – 1 Dec 00

If you complete your accomplishment statements on paper copies, they must be received by the suspense date in the Career Management Operations Branch at:

Assistant Secretary of the Army
(Manpower and Reserve Affairs)
ATTN: SFCP-COC
200 Stovall Street
Alexandria, VA 22332-0320

If you complete your accomplishment statements on-line using Easy ACCES, you must meet these same suspense dates. After you complete your accomplishment statement(s) for each ability click on "Submit to Rating Session" to transmit electronically.

Submit to Rating Session

Submit Accomplishment
To Rating Session &
Return to Status Menu

REMEMBER
KEEP YOUR ACCES APPRAISAL INFORMATION
CURRENT-- IT'S EASY TO DO WITH
EASY ACCES AT

<http://cpol.army.mil>

CP26 Education, Training and Career Development**Army Force Management School**

The Army Force Management School, located at Fort Belvoir, VA, has announced the following schedule for the Manpower and Force Management Core Course. More information on this course and how to enroll can be found on their home page at <http://www.afms1.belvoir.army.mil>

Class Number	Start Date	Finish Date
07 – 00	05 June 2000	23 June 2000 (CGSC Only)
08 – 00	10 July 2000	04 August 2000
09 – 00	07 August 2000	01 September 2000
10 – 00	11 September 2000	06 October 2000
01 – 01	16 October 2000	10 November 2000
02 – 01	08 January 2001	02 February 2001
03 – 01	05 February 2001	02 March 2001
04 – 01	05 March 2001	30 March 2001
05 – 01	02 April 2001	27 April 2001
06 – 01	30 April 2001	25 May 2001
07 – 01	04 June 2001	22 June 2001 (CGSC Only)

Manpower and Force Management Course

The Manpower and Force Management Course, taught by the Army Logistics Management College, is the CP26 basic course for employees working in manpower and force management functions. Interns and functional trainees at grades GS-5/7/9 should complete this course within their first year of their training program. As a course prerequisite, nominees must be assigned to, or programmed for assignment to, a position requiring knowledge or use of manpower and force management skills. Officers, warrant officers, and enlisted personnel in the grades of E5 or above, and civilians in the grades of GS-5 or above are eligible to attend on the basis of job title and assigned responsibilities.

The curriculum concentrates on manpower and force management functions. The subject areas covered during the manpower blocks of instruction are tailored to the manpower management functions described in AR 570-4 and AR 71-32. These functions address the fundamental aspects of planning and programming, and requirements determination, with emphasis on the U.S. Army Manpower Analysis Agency 12-Step Method, Civilian Employment Plans (CELP), Centralized Documentation (CENDOC), Civilian Manpower Integrated Costing System (CMICS), Total Army visibility (TAV), Total Army Analysis (TAA), the allocation process, and analysis and evaluation. The force management subject areas address the fundamental aspects of force management: developing, manning, and equipping the force. Students are introduced to automated systems used to manage dollars and manpower, including the Army Resource Management Analytical Tool (ARMAT). HQDA automated manpower management information systems and current force structure issues are also discussed.

See the Army Logistics Management College homepage at <http://www.almc.army.mil> for catalog and course dates

CP26 Competitive Professional Development**Thinking About Going Back to School?**

Army Civilian Training, Education, and Development System (ACTEDS) funding allows the CP26 Functional Chief Representative to approve and fund training at various colleges and universities. Both part- and full-time training provides a valuable learning experience and competitive edge for future advancement in leadership positions to those attending. Tuition and book costs are centrally funded. Per diem and travel expenses are funded on a case-by-case basis.

PROGRAM HIGHLIGHTS

- Careerists develop their own course of study with local accredited college or university
- Priority consideration given to applicants specializing in public administration, business administration, operational research and systems analysis, organizational development, industrial engineering, or human resource management
- Tuition and books fully funded
- Full-time: more than 120 workdays on a continuous basis
 - *Undergraduate level:* 12 or more semester hours/18 or more quarter hours
 - *Graduate level:* 9 semester hours/12 quarter hours
- Part-time: evenings, weekends and/or part-time study that is less than the number of hours required to be considered full-time

ELIGIBILITY

- CP26 Army civilians GS-11 or above
- Complete application in Chapter 3 (CP26) of the FY00 Civilian Training, Education, and Professional Development Opportunities Catalog at <http://cpol.army.mil>
- Send applications to:

**Office of the Assistant Secretary
Manpower and Reserve Affairs
ATTN: SAMR-FMMR (CP26)
111 Army Pentagon
Washington, DC 20310-0111**

SUSPENSE DATES: Jul 15 Oct 15 Jan 15 Apr 15

**1999 Secretary of the Army Awards for
Improving Manpower and Force Management**

SUPERIOR PERFORMANCE IN MANPOWER AND FORCE MANAGEMENT

Joseph A. Griego, U.S. Army Signal Command, Fort Huachuca – Mr. Griego researched and developed a very comprehensive Out Of Cycle Requirements Guidance manual. The manual outlines formal procedures for requesting out of cycle manpower requirements that all of the Signal Command's worldwide subordinate units must follow. His development of a Requirements Hierarchy Chart easily explains what documents must be submitted and under what organizational conditions they are applicable. The manual provides commanders with a valuable tool to enable them to manage their very scarce manpower assets.

ORGANIZATIONAL EXCELLENCE IN MANPOWER AND FORCE MANAGEMENT

Manpower Survey Team, 5th Signal Command, Europe – The Team successfully articulated their manning requirements to the Forces Command Manpower Assessment and Review Team through in-depth analyses of the Command's baseline mission. They developed 5th Signal Command's Regulation 10-1, Organizations and Functions, which provided the impetus to reorganize into the most efficient organization. The Survey Team's proactive approach allowed the command to restructure its limited resources to accommodate the shift in missions and functions.

DISTINGUISHED SERVICE IN MANPOWER AND FORCE MANAGEMENT

Diana L. Balmer, HQ, Industrial Operations Command, Rock Island – Ms. Balmer led the force management effort for the Industrial Operations Command to achieve its Quadrennial Defense Review reduction of over 9,000 spaces far ahead of schedule. She ensured that the command achieved these reductions with the minimal number of involuntary separations possible and the least disruption to critical missions.

Patricia L. Clarke, U.S. Army Force Management Support Agency, Fort Belvoir – Ms. Clark successfully implemented eight substantial manpower and force management initiatives affecting documentation of the force, for which failure presented a significant risk for a major Army mission. Ms. Clarke's achievements included initiatives such as managing the correct documentation in TAADS of Army positions open to women; producing a high volume of MTOEs during three distinct documentation cycles; and centrally documenting the MTOEs of Army National Guard Units.

***Nominations for the 2000 Awards Program
are due to this office by October 16, 2000***

Manpower and Force Management**MANPOWER MIX**

The article on page 10 of this issue of the Bulletin provides a synopsis of Federal Activities Inventory Reform Act of 1998 (FAIR Act). As mentioned in the article, functional proponents were allowed the opportunity to review the impact of the coding on their functional areas and to challenge determinations made in the HQDA coding process. The Manpower and Force Management Proponency Office reviewed the coding of Career Program 26 (CP26) positions during the development of the database and has conducted an analysis of the final results. This article will share with you the results of this effort.

Before we do that, it is important to refresh your memory on the ways that manpower and force management positions are recorded in the Army Civilian Personnel System (ACPERS) and The Army Authorization Documents System (TAADS). The ACPERS requires that every civilian position in the Army be coded with a career field and that positions that fall within the perimeters of a career program will also be coded with a career program code. A career field (CF) is a grouping of functionally related civilian positions under a single agent for life cycle personnel management purposes. A career program consists of specified professional and administrative occupational series and functional fields grouped together on the basis of population, occupational structure, grade range and commonality of job qualifications. The occupational series that comprise CP26 and CF26 are displayed below:

Career Program 26

GS-343	Management and Program Analysis
GS-896	Industrial Engineering

Career Field 26

GS-301	Miscellaneous Administration and Program
GS-343	Management and Program Analysis
GS-344	Management Clerical and Assistance
GS-896	Industrial Engineering

Coding within TAADS also provides a methodology to identify manpower and force management positions. Remarks code CN is a unique identifier for CP26 positions.

A series of queries were conducted in ACPERS and a copy of TAADS to identify manpower and force management positions. A query was used in ACPERS to identify all positions coded either CP26 or CF 26. The result was downloaded into a file on a stand-alone personal computer. Likewise, a query to the copy of TAADS that comprises the FY00 Inherently Governmental and Commercial Activities (IG&CA) database was used to identify all positions coded CP26. The data was also downloaded into a separate file. A significant disparity existed in the number of CP26 positions identified in the two systems. Over 1,700 positions were identified in ACPERS as CP26 compared to 804 positions coded CP26 (CN) in the IG&CA database.

Based on information contained in the ACPERS database, we knew that the TAADS methodology did not identify the total manpower and force management workforce. Thus, a second methodology was developed. We downloaded a copy of all occupational series 0301 and 0343 records from the FY00 IG&CA database into a new database. Over 12,000 records were included in this new database. We then attempted a paragraph and line comparison, at unit identification code level of detail, of the records in this data base with records coded as CP26 in the Headquarters ACPERS database. This was not successful due to the many differences in the records at the

Manpower Mix (Continued)

paragraph and line level of detail. We believe that ACPERS is not updated each time changes are made to the TAADS database.

Our final methodology was to review each of the 12,000 records from the IG&CA, less those that had already been identified by code CN, based on position title and paragraph title. Positions that had manpower and force management terms in their titles were assumed to be performing manpower and force management functions. This resulted in the identification of an additional 550 authorizations.

For the purpose of further analysis the two groups (those determined by the CN coding and those determined by position title) were combined into one database. This resulted in the identification of 1,354 authorizations and it became the basis for determining the impact of manpower mix coding on the manpower and force management workforce. While we believe that the data in ACPERS is the most accurate, the analysis on the impact of coding resulting from the implementation of the FAIR Act had to be accomplished based on the results obtained from the FY00 IG&CA database since it is the only one that records the manpower mix code.

In the aggregate, the data reflects that approximately 42% of the manpower positions identified are subject to review. A review by grade reveals that the number of positions at grade 12 and below significantly impacts the percent of authorizations subject to study. Approximately 80 percent of the positions below grade 11 are subject to study, as are approximately 57 percent and 55 percent of grades 11 and 12 respectively. This is compared to one percent of grade 13 and two percent of grade 14 positions subject to review. No grade 15 positions are subject to review.

The percent of positions that were specifically identified in the FY00 IG&CA database as CP26 (Code CN) were also reviewed in regards to the number subject to review.

Approximately 30 percent of the 804 identified CP26 positions are coded as subject to review. This is a smaller number than the 42 percent found when the total population (1,354) was reviewed. And, the mix by grade subject to review is changed. A higher percentage of grade 12 and below positions are subject to review while all but one grade 13 and higher positions are exempted from review.

In the aggregate, the data reveals that sufficient manpower and force management positions have been coded in categories not subject to review so that a viable career pattern is maintained for the career program. Sufficient authorizations exist to continue the intake of careerists at the intern level and to provide opportunities for their development into future key and leadership positions within CP26.

From a manpower and force management perspective, there are several things that we can learn from this review. First, we as manpower professionals need to do a better job in coding career program positions in TAADS. All career programs experienced difficulties in identifying their career program population. In our case, ACPERS data indicates that there are approximately 1,730 CP26 positions. Less than 50 percent are documented in TAADS. A second lesson is that we need to have a better interface between TAADS and ACPERS. This would improve the linkage of positions at the paragraph and line level of detail and would solve the problem of career program identification discussed above. Advances in information technology will, we believe, solve this problem in the future.►

**FEDERAL ACTIVITIES INVENTORY REFORM ACT OF 1998
(FAIR ACT)****BACKGROUND**

Between 1979 and 1994, the Department of Defense used the Office of Management and Budget Circular A-76 process to conduct more than 2,000 public-private competitions. Approximately half of these competitions were won by government organizations and half were won by the private sector, reducing annual operating costs by an average of 31 percent.

In 1995, the Commission on Roles and Missions urged the military departments to focus on core competencies and to reduce the cost of support activities. Public-private competitions in areas such as weapon system depot maintenance and property control and disposal were advocated as a way to meet both goals simultaneously. The Quadrennial Defense Review reiterated the value of competition, especially for logistics and installation support.

In January 1998, the Deputy Secretary of Defense signed Defense Reform Initiative Directive (DRID) 20 – Review of Inherently Governmental Functions. DRID 20 directed the development of uniform guidelines, criteria, and codes to be used by the DoD Components to determine which of the Department's positions were in:

- ◆ Inherently governmental positions,
- ◆ Commercial activities exempt from A-76 competition, or
- ◆ Commercial activities subject to competition.

DRID 20 also required that the guidelines be used to support overall program, manpower, and resource management objectives. DRID 20 direction provided a unique opportunity to develop guidance to support two program initiatives – competition and manpower management – simultaneously.

One of the decisions made early in the implementation of DRID 20 was to use a copy of The Army Authorization Documents System (TAADS) as the medium for documenting the DoD Manpower Mix Criteria. A copy of TAADS was placed on an Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) server. The standard work center code (SWCC) data field was modified in order to provide a field for sub-core processes and the military essentiality code (MEC) data field was modified to allow documentation of the manpower mix criteria code.

Initially, coding rules were developed by HQDA and applied to the database. The results were analyzed and the coding rules were refined through an iterative process. This process supported a consistent application of the rules across the entire force. This process was labor intense since there was a significant level of inconsistencies in the data contained in TAADS. These included inconsistent applications of Army management structure codes, remarks codes, etc.

Upon completion of the initial HQDA coding, the database was placed on the OASA(M&RA) homepage and major commands, independent reporting agencies, and functional proponents were allowed to review the data and challenge any of the determinations. Based on a follow-on iterative process, organizations submitted rationale for questioning the rules and provided recommended changes. Changes considered appropriate were accepted; the rules were changed; and the database was updated. This process continued until the time that the yearly reports were generated.

FAIR ACT IMPLEMENTATION

The Federal Activities Inventory Reform Act of 1998 is a natural extension of the DoD DRID process to the entire Federal Government. The FAIR Act requires each Federal agency to:

FAIR Act (Continued)

- Make available to the public annually a list of activities that it judges not to be inherently governmental (i.e. commercial).
- Identify a responsible official for responding to requests for additional information on an activity on the list.
- Provide for an internal agency process in which interested parties can challenge an agency's judgement and then appeal challenge decisions to an Assistant Secretary, or higher authority, within the agency.

The Army's processes used to develop and update the DRID 20 database were extended to the establishment and updating of the Inherently Governmental and Commercial Activity database to support the implementation of the FAIR Act. As required by the FAIR Act, the database was made available to the public in late December, 1999.

The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA{M&RA}) has overall responsibility for implementing the Army's FAIR Act. In this regards, the Secretary of the Army (SA) delegated authority to the ASA(M&RA) to decide initial challenges to the Army list provided under the FAIR Act. In addition, the SA further delegated to the Under Secretary of the Army, without power of re-delegation, authority to decide appeals of challenge decisions, as provided under the FAIR Act. Proponency for the A-76 program continues to reside with the Assistant Secretary of the Army for Installations and Environment (ASA{I&E}) and operational implementation of the A-76 program remains with the Assistant Chief of Staff for Installation Management (ACSIM).

CHALLENGES AND APPEALS

Any individual can ask for additional information on any activities on the list of the annual DoD Inventory of Commercial and Inherently Governmental Activities once it is made available to the public. As there is no time limit on such requests, these requests for additional information will most likely continue into the future. However, it is assumed that the majority of requests for additional information will occur within a short period after the list is made available to the public. There is also no time limit set within which we are required to respond to requests for additional information. It behooves the Army, however, to be responsive so that an interested party cannot make the case that they could not file a challenge within the time period set by law because they did not have adequate information.

The FAIR Act states that an interested party may submit to an executive agency a challenge to an omission of a particular activity from, or an inclusion of a particular activity on, a list for which a notice of public availability has been published. These challenges have to be submitted to the executive agency concerned within 30 calendar days after the publication of the notice of the public availability of the list. Within 28 days after an executive agency receives a challenge, an official designated by the head of the executive agency shall decide the challenge. The designated official will then provide a written decision to the party submitting the challenge together with the rationale for the decision and an explanation of the party's right to appeal. Within the Army, this official has been designated as the ASA(M&RA).

An interested party may appeal an adverse decision received as a result of a challenge. This appeal must be made to the head of the executive agency within 10 days after receiving a notification of the challenge decision. This appeal must be responded to within 10 days after receipt by the head of the executive agency. The head of the agency shall decide the appeal and transmit to the party submitting the appeal a written notification of the decision together with a discussion of the rationale for the decision. Within the Army, this official is the Under Secretary of the Army.

FAIR Act (Continued)

The time frame prescribed by the Act spreads the challenge and appeal process over an approximate 90 day period following the release to the public of the annual DoD Inventory of Commercial and Inherently Governmental Activities. The release of the list by DoD occurred on December 30, 1999. To date, Army has received 128 challenges and 23 appeals. None of the challenges have been granted in full, although nine have been granted in part. These partial grants occurred in two functional areas – civilian personnel and contracting.▶

CONTRACTOR MANPOWER REPORTING REQUIREMENT***BACKGROUND***

In the past seven years approximately 386,000 federal civil service jobs have been eliminated. At the same time, federal agencies have been encouraged to privatize many operations and to identify other functions appropriate for contractors. Getting a handle on the number of government contract workers is tough. There are some estimates that between 5 million to 6 million contract employees work for the government, compared to approximately 2.7 million civil servants, including more than 800,000 postal employees.

From May to December 1997, the Assistant Secretary of the Army (Manpower and Reserve Affairs) and the Assistant Secretary of the Army (Research, Development and Acquisition) participated in a joint study to identify and estimate the work year equivalents performed by contractors. The study focused on contractors providing services to the Department of the Army during fiscal year 1996. The study used existing contracting reporting systems within the Army to identify expenditures on service contracts by federal supply code, organization name and unit identification of the Army element contracting for the services, and the appropriations from which the contracted services were funded. Using the data from this study, the Army estimated that it utilized 269,000 contractor manpower equivalents in FY 1998 – more than the number of full time equivalent government civilians reported.

The contractor manpower equivalents developed from this study were used in the Total Army Analysis process during TAA007. The estimated level of contract support of an Army organization within a function was used as an offset for purposes of allocating any further in-house resources to meet that organization's workload requirements. In addition, the contractor work-year equivalents developed were also used to assist in establishing equitable competition targets among different Army organizations for purposes of implementing Defense Reform Initiative Directive 20. The inclusion of the contractor workforce within the TAA process will continue into the future.

SUBSECTION 343

Congress has also become conscious of the contract workforce. In order to have a better understanding of the magnitude of the contract workforce, Congress has established a new reporting requirement. Subsection 343 of the FY2000 Department of Defense Authorization Act (Public Law 106-65) directs the Department of Defense to report information on the use of employees of non-federal entities to Congress not later than March 1, 2001. The report will summarize the number of direct labor and indirect labor work year equivalents performed by contractors providing services to the Department of Defense in the prior fiscal year (FY2000). The data is to be categorized by federal supply class or service code, appropriation supporting the services, and major organizational element of the Department procuring the services.

Contractor Manpower Reporting Requirement (Continued)

Army has been proactive in taking action to implement this reporting requirement. A notice was placed in the Federal Register on March 15, 2000 requesting agency and public comments on our implementation plan. The Army plan directs Army contracting officers to include in new solicitations and contracts, and any existing contract bilaterally modified, a requirement that contractors providing services to the Army identify, itemize and report their direct labor hours of support and provide a related composite indirect labor rate so that we might estimate the relevant indirect hours. This submission is expected to be coincident with requests for payment (e.g., contract vouchers, invoices, or requests for progress payments). The information will be transmitted directly to the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs). For security and convenience, a secure web site has been established for this purpose. The reporting requirement has been tailored as narrowly as possible to comply with the law, allow the acquisition of useful data, and minimize any undue workload on respondents.

The current emphasis on privatization and outsourcing initiatives can be expected to continue into the near future. The data obtained from the new reporting requirement will help the Army refine its accounting for the number of contractor manpower equivalents. The validation of workload accomplished by contractors will become increasingly more important in the manpower and force management, budget formulation and manpower allocation process.▶

BULLETIN ARTICLES

Careerists, supervisors, and managers in the Manpower and Force Management Career Program and Career Field are invited to submit articles for publication or to suggest articles or features you would like to see in this Bulletin. Submit articles, comments, or suggestions to:

**Assistant Secretary of the Army
(Manpower and Reserve Affairs)
ATTN: SAMR-FMMR
111 Army Pentagon
Washington, DC 20310-0111
Or email to:**

Diane.Schaule@hqda.army.mil

**BULLETIN
DISTRIBUTION**

This bulletin is published electronically on the OASA(M&RA) homepage. We hope you will assist us by publicizing the OASA(M&RA) homepage to your CP-26 employees. This office will email our MACOM contacts when the current bulletin is available on the OASA(M&RA) homepage; MACOMs in turn are asked to notify their subordinate Activity Career Program Managers (ACPM) and on down the chain until each CP26 careerist has been informed.

<http://www.asamra.army.pentagon.mil>

**FUNCTIONAL CHIEF
THE HONORABLE
PATRICK T. HENRY**

**FUNCTIONAL CHIEF REPRESENTATIVE
MR. ROBERT BARTHOLOMEW, III**

**BULLETIN EDITOR
MS. DIANE SCHAULE**



EDITORIAL POLICY: The Manpower and Force Management Bulletin is an official bulletin of the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs). Information in this bulletin concerns policies, procedures, and items of interest for the manpower and force management career program and career field. Statements and opinions expressed are not necessarily those of the Department of the Army. This bulletin is published under the provisions of AR 25-30 as a functional bulletin.